

KENTUCKY LAW ENFORCEMENT COUNCIL  
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## BACKGROUND INVESTIGATION

### FORM H-1

It is the determination of the Kentucky Law Enforcement Council that the information in this document is necessary in order to fully and adequately evaluate applicants for peace officer positions. This investigation is required to determine suitability for the position of a peace officer.

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Agency

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Name of Applicant

**NOTE:** This form is designed for use of the investigator conducting the background investigation only. This document is never to be used as an application or in any way filled out by the applicant.

**BACKGROUND INVESTIGATION**

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
**City** **State** **Zip**

**PHONE NUMBER:** \_\_\_\_\_  
**Home** **Work**

**DATE OF BIRTH:** \_\_\_\_\_ **AGE** \_\_\_\_\_

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_

**RACE:** \_\_\_\_\_ **SEX** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**INVESTIGATOR:** \_\_\_\_\_

**DATE OF REPORT:** \_\_\_\_\_

## **BACKGROUND INVESTIGATION**

INSTRUCTIONS: Legibly fill out this form **completely** and **accurately**. If you need extra space, add additional pages and identify the information by item number.

**NOTE: All statements must be verified and certified copies made available of all criminal charges and driving violations. All attachments to this form are mandatory additions.**

1. Obtain from applicant a signed and dated authorization and release form to obtain information and an authorization to release military records.
2. Following is a list of documents that should be collected during this investigation:
  - KLEC Form H-2 Personal History Statement, completed
  - Computerized Criminal history through NCIC check and domestic violence protective order through NCIC-LINK
  - Certified true copies of warrants for arrest, criminal summonses or any other criminal charges with dispositions as well as any and all traffic offences
  - Driver's History check (in and out-of-state if applicable) (Ask to see Driver's License)
  - Submission of Applicant Fingerprint FBI Cards (2 cards per set)
  - Copy of Birth Certificate and/or Certificate of Naturalization
  - Copy of High School Diploma or certified copy of transcript, GED Equivalency, and College Transcript if applicable
  - Military discharge papers if applicable
  - Copy of Social Security card
  - Credit Report
  - Photograph

### **INTERVIEW WITH APPLICANT**

Conduct a personal interview with applicant and review the optional completed KLEC Personal History Form if utilized; to discuss any discrepancies; and, to obtain from the applicant the required documentation from listing on page 3.

**\*See Attachment I** - Questions contained in Attachment I (APPLICANT INTERVIEW QUESTIONS) shall be used during interview.

Date of this Interview: \_\_\_\_\_ Investigator's Initial: \_\_\_\_\_

Summary of Findings:

## **CRIMINAL OFFENSE RECORD AND DOMESTIC VIOLENCE ORDERS**

**\*\*\*Be sure to include certified true copies of any findings\*\*\***

1. Conduct a Criminal History and protective order check utilizing computerized histories from the system to obtain any records from State, local and National files.

Date Completed:\_\_\_\_\_Investigator's Initials:\_\_\_\_\_

Summary of Findings:

2. Conduct a search through the computerized files or through personal contact with individual court clerks, to obtain local charges, orders, and dispositions. Be sure to include in the search any counties where applicant resided, attended school, worked, or served in the military. **Again, be sure to obtain certified true copies of all warrants for arrest, criminal summonses, protective orders, and dispositions.**

Date Completed\_\_\_\_\_Investigator's Initials:\_\_\_\_\_

Summary of Findings:

3. Obtain two FBI fingerprint applicant cards with ORI imprinted, properly completed, to be mailed to KSP for processing on the State and National levels.

Date Submitted:\_\_\_\_\_Investigator's Initials:\_\_\_\_\_

Summary of Findings:

4. Obtain a computerized driver's history check, being sure to conduct an out-of-state check if applicable.

Date Submitted: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

5. Conduct a check of military disciplinary actions or offences, which may have occurred while applicant was in the armed forces, and be sure to document such offenses.

Date Submitted: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

### **CREDIT REPORT**

Obtain a credit check through the local credit bureau and determine the applicant's suitability for financial responsibility.

Date Submitted: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

## **PERSONAL AND FAMILY INFORMATION**

**\*\*See Attachment II** -Questions in Attachment II (QUESTIONS FOR SPOUSE/FAMILY MEMBERS) shall be used for family members.

1. Name and occupation of spouse, if applicable
2. Names, ages and addresses of all dependents.

Date Submitted:\_\_\_\_\_Investigator's Initials:\_\_\_\_\_

Summary of Findings:

## **EMPLOYMENT**

**\*See Attachment III** - Questions in Attachment III (EMPLOYMENT HISTORY CHECK) shall be completed.

1. Verify employment history and obtain contact numbers. Be aware of any unaccountable gaps of time and obtain explanation of such gaps in employment from applicant.

Date Submitted:\_\_\_\_\_Investigator's Initials:\_\_\_\_\_

Summary of Findings:

1. **Use Attachment III** (EMPLOYMENT HISTORY CHECK) to conduct a history check for each employment, past and present.

Date Submitted: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

### **REFERENCES**

**\*See Attachment IV** - Questions in Attachment IV (QUESTIONS FOR REFERENCES) shall be utilized.

1. Using the attached "Questions for References," interview all references supplied by applicant and any references developed by investigator.

Date Submitted: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

2. Check Military references, if applicable.

Date Submitted: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:



3. As a suggestion, contact neighbors, landlords, school friends, and any Basic Law Enforcement Training Instructors and/or School Director, if applicable.

Date Submitted: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

Please include Investigator's comments regarding this applicant's suitability to be a peace officer and note any additional observations that warrant reporting, such as: appearance; attitude; interest in criminal justice; conduct during interview; and any other pertinent information.

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Print Investigator's Name

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Signature of Investigator

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Date Completed

## **Attachment I**

### **APPLICANT INTERVIEW QUESTIONS**

- Are you a U.S. Citizen? If not, naturalization papers required.
- Are you at least 21 years of age?
- Do you have a high school diploma or GED? (Name of school and date received.)
- Have you attended any other educational or learning institutions? Names and dates:
- Did you obtain an Associate, Bachelor, Masters or Doctorate Degree from any of these institutions?
- What was the field of study that your degree was obtained in?
- Do you have a valid driver's license? (What state and operator number?)
- In what other states have you been licensed to operate a vehicle in the past? (License number(s) and State(s))
- Has your driver's license ever been suspended or revoked? If so, when and why?
- Have you ever been arrested for DUI?
- How many tickets have you received in your driving career?
- Starting with the most recent ticket, give the year, location, violation and disposition. This should include any tickets that were dismissed.
- What are your personal strengths?
- What are your personal weaknesses?
- What do you consider to be good traits for a police officer?

## **APPLICANT INTERVIEW QUESTIONS**

- Which of these traits do you consider yourself to have?
- Why do you want to become an officer?
- Have you ever applied for employment with this department in the past? When?
- Are you applying or have you applied to other law enforcement agencies? Who, when, and why?
- Do you know any law enforcement, corrections, or other criminal justice officers? Who and what department?
- Do you have any relatives employed by this agency?
- How do you feel about making a career in this field?
- How did you learn about our department?
- What are some of your hobbies?
- How do you spend your free time?
- Do you speak a foreign language and to what proficiency?
- Who have you been previously been employed by and when?
- Have you ever been terminated or asked to resign from any employment?
- Have you committed an illegal act in the last five years, and if so, what?
- Describe any criminal involvement that you may have had in the past.
- Have you been involved in any acts of moral turpitude that would raise questions or impair your performance of this job?

## **APPLICANT INTERVIEW QUESTIONS**

- Have you committed an illegal act since turning the age of 16? This is to include taking pen/pencils from an employer; taking change from a drawer at work for a drink; money out of cash register; items for a scavenger hunt; shoplifting to any degree.
- Have you ever been arrested, detained, or charged with a crime, even if the charges against you have been dismissed?
- How many times have you stood by and observed someone else take part in criminal activity?
- Have you ever been issued a citation for a crime; ie, alcohol intoxication, assault, trespass, etc.?
- Have you ever been issued a criminal summons to appear in court?
- Describe any involvement or instance when you have been sued in civil or any other court.
- Have you ever been convicted of a crime?
- Have you ever been convicted of any type of crime arising from Domestic Violence?
- Have you ever had any type of Domestic Violence Restraining Order issued against you?
- Have you ever been arrested or convicted for a felony?
- Have you ever been involved in any incident or conduct which might expose you to blackmail?
- Have you ever sued anyone in civil court?
- Do you have any outstanding civil judgements against you?
- Do you have relatives who have criminal convictions? For what?
- Are you presently using any type of illegal drugs?
- Explain your knowledge or involvement regarding illegal drugs.

## **APPLICANT INTERVIEW QUESTIONS**

- Have you ever possessed or sold any amount of illegal drugs? When?
- Have you ever used any of the following drugs?
  - Marijuana
  - Cocaine
  - Phencyclidine
  - Benzodiazepines
  - Methadone
  - Amphetamines
  - Opiates
  - Barbituates
  - Proxpoxyphene
  - Methaqualone
- Have you ever tasted or sniffed any of these drugs?
- Within the past year, have you been in the presence of anyone possessing drugs illegally? Explain.
- Describe any social functions that you may have attended that illegal drugs were present.
- When was the last time you were in the presence of these drugs?
- Have you ever exchanged or traded even a marijuana cigarette for beer, sandwich, drink or other material item?
- How often do you consume alcohol?
- Estimate the number of times that you may have operated a vehicle after consuming an alcoholic beverage?
- Have you ever used prescription drugs other than under the supervision of or as prescribed by a physician?
- Are you now or have you ever been a member of any group that practices discrimination against any race, sex, religion, or that advocated the overthrow of the government?
- Are you able and willing to work rotating shifts?
- Are you able and willing to wear a uniform?
- Are you able and willing to meet this department's grooming standards?
- Do you object to carrying a firearm?

## **APPLICANT INTERVIEW QUESTIONS**

- On occasion you may be required to travel out of town for additional training. Would you be able and willing?
- Would you have any reservation in regard to working an assignment with someone of the opposite sex?
- Explain your feelings toward the use of deadly force.
- Are you willing to use deadly force, if necessary, to protect your life and that of another?
- Have you ever used a weapon against anyone or caused injury to another person?
- Are you able and willing to render emergency aid to trauma victims?
- Are you able and willing to identify dead persons or witness autopsies?
- How do you feel about enforcing a law with which you do not agree?
- Would you have a problem arresting a friend?
- Are you able and willing to perform the essential job functions of the position for which you have applied?
- With proper training and supervision, do you believe that you can perform ALL of the essential job functions of a peace officer, unassisted and without delay?
- Are you an honest person?
- Are you reliable?
- Are you able to manage your personal finances?
- Explain your ability to honor your debts.
- Explain the status of delinquent accounts.
- Have you ever filed for bankruptcy? Year, amount, court in which filed, and indicated whether Chapter 7, 11 or 13.
- Have you ever had a vehicle or any other object repossessed?

### **APPLICANT INTERVIEW QUESTIONS**

- Do you own or rent your current residence?
- What county do you live in?
- Do you pay personal property tax to that county?
- Are you good at communicating with all kinds of people?
- Are you able to control your anger when insulted or threatened?
- Why should this department hire you?
- Explain your personal work ethic?
- Are you able to function normally when placed under temporary or prolonged stress?
- What experience have you had with stressful situations? How did you resolve these?
- Describe your ability to work under pressure.
- Describe any past experience you may have had as a member of a team.
- Describe any accomplishments that you believe you are solely responsible for.
- What accomplishments in your life are you most proud of?
- Give an example of an event in your life that demonstrates your integrity.
- What are your goals in life?
- Do you consider yourself to be honest and reliable?
- How do other people perceive you?
- What does this department have to offer you?
- Where do you see yourself, careerwise, in five years? Ten years?

### **APPLICANT INTERVIEW QUESTIONS**

- Have you ever been disciplined, asked to resign, been terminated, or released due to any criminal or personal misconduct?
- Why do you feel you are qualified for this position?
- What is your motivation or seeking a career in law enforcement?
- What could change your mind in pursuing this career?

### **MILITARY SERVICE**

- Have you ever been a member of the armed services?
- If yes, when?
- Was your last discharge honorable?                      Date of separation?
- Are you eligible to re-enlist?
- Explain any negative entries that may have been placed into your personnel file even though they may have been removed.
- Were you disciplined to any degree: Court Martialed, Reprimanded (including Article 15), etc.
- Last rank obtained?
- Were you ever stationed outside the United States?
- Describe any arrests or convictions under UCMJ?
- Were you ever questioned or charged in regard to any criminal activity while a member of the armed services? Even if the charge was dismissed or not prosecuted?



## **Attachment II**

### **QUESTIONS FOR SPOUSE/FAMILY MEMBERS**

- Are you familiar with the hours the applicant will be required to work if accepted?
- What are your feelings toward the danger involved in police duty?
- How does the applicant handle pressure situations?
- Is the applicant a good financial manager?
- Describe the applicant's level of responsibility.
- Describe the applicant's ability to make decisions?
- What are the applicant's strengths and weaknesses?

### Attachment III

#### **EMPLOYMENT HISTORY CHECK**

(Fill out one form for each place of employment of applicant)

Applicant's Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Job title \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rate the work performance: \_\_\_\_\_

Do you consider the applicant to be honest and reliable? ( )Yes ( )No; please explain: \_\_\_\_\_

\_\_\_\_\_

What type of temperament does the applicant have? \_\_\_\_\_

How does the applicant handle himself/herself under pressure? \_\_\_\_\_

Has the applicant ever been involved in any employment disruption? \_\_\_\_\_

How does the applicant deal with problems? \_\_\_\_\_

Is the applicant able to accept:

Discipline ( )Yes ( )No;explain \_\_\_\_\_

Orders? ( )Yes ( )No;explain \_\_\_\_\_

Responsibility? ( )Yes ( )No;explain \_\_\_\_\_

Was the applicant frequently:

Absent? ☐ Yes ☐ No;explain\_\_\_\_\_

Late? ☐ Yes ☐ No;explain\_\_\_\_\_

Has applicant ever been disciplined, asked to resign, terminated or released due to any criminal or personal misconduct? ☐ Yes ☐ No;explain\_\_\_\_\_

\_\_\_\_\_

What was the applicant's attitude toward supervisors, coworkers, and the public?\_\_\_\_\_

What was the applicant's general appearance while working?

\_\_\_\_\_

Was the applicant involved in any accidents while employed?

\_\_\_\_\_

Do you have any knowledge of any behavior, activities, or association which tends to show this person is not reliable or honest or trustworthy, and of good conduct and character?

☐ No ☐ Yes;explain\_\_\_\_\_

\_\_\_\_\_

Would you consider rehiring applicant? ☐ Yes ☐ No

Reasons for leaving this employment:\_\_\_\_\_

\_\_\_\_\_

Reasons given for leaving prior employments:\_\_\_\_\_

\_\_\_\_\_

What prior places of employment did applicant list when they applied with your organization?\_\_\_\_\_

\_\_\_\_\_

Was this applicant willing to do more than their share of the work?\_\_\_\_\_

\_\_\_\_\_

What was the quality of work performed?\_\_\_\_\_

\_\_\_\_\_

Would you recommend the applicant for this position? ☐ Yes ☐ No;explain\_\_\_\_\_

\_\_\_\_\_

Information provided by:\_\_\_\_\_

Job Title:\_\_\_\_\_

Additional Comments:

Date:\_\_\_\_\_Investigator:\_\_\_\_\_

## **Attachment IV**

### **QUESTIONS FOR REFERENCES**

- How long have you known the applicant?
- What relationship have you had with applicant?
- What is the nature of your association with applicant?
- What type of attitude or personality does this individual have?
- Is the applicant reliable, honest and dependable?
- Is this individual courteous in contacts with others, including attitudes towards different races, religions, and nationalities?
- Is this person mature and responsible?
- How does the applicant handle problems?
- Do you feel this individual has the ability to make sound decisions? Please explain.
- Does the applicant participate in athletics or team activities?
- Does the applicant live within his means?
- Is the applicant dedicated to his/her family?
- How does the applicant get along with people?
- What kind of reputation does the applicant have within the neighborhood and with friends?
- Describe the applicant's social life.
- How does the applicant feel toward law enforcement or peace officers?
- To your knowledge, has the individual ever been arrested or charged with a criminal offense or received a traffic citation?
- Do you believe the applicant can perform this type of work? (Read essential job functions)

### **QUESTIONS FOR REFERENCES**

- Would you recommend the applicant for the position?
- Do you know of any other person who may know or could tell me more about the applicant?
- What do you feel are this applicant's strengths and weaknesses?
- Are there any additional comments you would like to make about this individual?

## **ESSENTIAL JOB FUNCTIONS**

- Respond to and Conduct Initial Investigations of Various Crimes and Events
- Protect Crime Scene and Collect Evidence and Information
- Arrest and Detain Persons
- Conduct Search and Seizure
- Provide Emergency Services and Assistance
- Respond to and Conduct Investigation of Motor Vehicle Accidents
- Enforce DUI and Other Commonwealth Motor Vehicle Laws
- Operate Emergency Vehicle
- Execute Motor Vehicle Stops and Investigate Occupants
- Use Physical Energy and Exertion to Perform Duties
- Develop and Maintain Positive Community and Interpersonal Relations
- Write and Read Reports and Other Work Related Documents and Materials
- Present Evidence and Testimony
- Intervene in and Control Human Conflicts
- Use Deadly Force
- Perform General Patrol Duties

